



Maine Department of Transportation
Open Competitive
Vacancy Announcement
Office Associate II

Bulletin 13-74

CODE: 6542

RANGE: 13

(\$26,208.00 – \$36,712.00)

Value of State-paid Health & Dental Insurance – Effective July 1, 2013

\$358.71 bi-weekly: Less than or equal to \$30,000.00–5% Employee Contribution of Premium

\$340.52 bi-weekly: Greater than \$30,000.00 or equal to \$79,999.00–10% Employee Contribution of Premium

Value of State's share of employee's retirement: 17.07 % of pay

SEARCH OPENED: 09/23/13

CONTACT: Jean Higgins

CLOSING DATE: 10/15/13, 4:30 pm

TELEPHONE: (207) 624-3059

POSITION TYPE: Permanent full-time

LOCATION: Augusta

POSITION #: 02500-0356

BUREAU/DIVISION: Project Development/Bridge Program

JOB DESCRIPTION: This is advanced clerical work of an independent nature. Responsibilities include, but are not limited to: track and monitor contracts working with the Bridge Program Contract Specialist, processing and paying contracts, processing invoices and billings using Advantage ME System and FREE2000. Duties also include compiling and distributing contract books, plans and amendments; taking and transcribing meeting minutes; drafting letters; filing final documents into TEDOCS; schedule public meetings, workshops, trainings, orientation sessions as well as appointments for the Bridge Program; answer the telephones; assist in arranging travel and lodging.

MINIMUM QUALIFICATIONS: In order to qualify, you must have training, education or experience in office and administrative support work that demonstrates 1) competency in applying a solid knowledge of modern office practices to perform complex, varied office support tasks and 2) the ability to use independent decision-making on the appropriate processes to follow, information to process and actions to take in accordance with standard procedures.

SELECTION PROCESS: This posting may not allow time for employees not already on the register to be scored and placed on the register. **This is an “Apply Now” application method found at (http://www.maine.gov/bhr/state_jobs/open_jobs.shtml).** Employees on the register that are interested in this location but have not indicated so on their application may do so by calling the Bureau of Human Resources at 624-7761. This may or may not place them in the top six candidates, depending on their raw standing on the register. Qualified candidates will be certified to this Department from the existing register at the State Bureau of Human Resources. Internal transfers (those already in the above classification for MaineDOT) who are interested in an interview may contact **Jean Higgins @ 207-624-3675** to be interviewed along with certified candidates.

PLEASE NOTE: AN EMPLOYEE WHO TRANSFERS TO A POSITION IN THE PRO/TECH, SUPERVISORY, OR ADMINISTRATIVE SERVICES BARGAINING UNITS OF MSEA MUST REMAIN IN THAT POSITION A MINIMUM OF SIX (6) MONTHS BEFORE HE/SHE IS ELIGIBLE TO APPLY FOR ANOTHER TRANSFER. THIS REQUIREMENT DOES NOT APPLY TO SEASONAL EMPLOYEES